

South Jordan City

Job Description

Title: Human Resources Generalist
Org: 100330
Pay Grade: 14

Effective Date: 2/1/16
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform routine to advanced technical duties as required to support the total personnel program. Assure compliance with all applicable laws and requirements; coordinate implementation of employee benefits, and city-wide recruitments under the general supervision of the Director of Government Services.

SUPERVISOR

Human Resources Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Accomplish performance goals established with the employee's manager.

Job attendance is required, except for authorized leave.

Facilitate and monitor bi-weekly payroll changes/updates through data-entry in City's human resource information system (HRIS) and updating the Payroll Changes Memo. Participate in reconciliation of Payroll Changes Memo with City's Finance division as regularly.

Assist in the maintenance of insurance plan information and COBRA, annual open enrollment and coordination of benefits with payroll system. Responsible for ongoing new employee or volunteer orientations.

Responsible for city-wide recruitments, to include rating and ranking applicants, pre-employment testing, reference checks, track Position Requisition forms created for city vacancies or new positions, job offers, advertising, etc. Post on-going position announcements for the City to designated locations as required.

Responsible for bi-annual updates to city Compensation Survey (Tech-Net) subscription, job description updates, and maintenance of the Staffing Document.

Provide daily customer service and routine assistance related to human resource activities for City employees and general public.

Conduct and oversee general human resource studies, audits, and projects within the human resource division as needed. Analyze information using statistics, spreadsheet calculations, regression analysis, and other quantitative means to achieve end results. Such studies and projects may include but are not limited to policy review and development, employee retention, database utilization, and salary surveys.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree in business, human resources, public administration or related field.

AND

B. Three (3) years of professional experience working in human resources, preferably in the public sector.

2. Special Qualifications:

PHR or SPHR Certification preferred

3. Knowledge, Skills and Abilities:

Knowledge of human resource management principals, methods, and techniques, and ability to apply these in a quality orientated environment. Ability to resolve complex issues; develop and communicate new policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to apply the principals, theories, and concepts of basic accounting as applied to payroll administration. Ability to create reports through available sources.

Ability to learn and provide interpretation of departmental policies and procedures.

Ability to maintain confidential information in a skilled manner consistent with the human resources profession.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Subject to extended exposure to computer visual display terminals.

Considerable exposure to stressful situations as a result of human behavior and deadlines.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

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|-------------------|----------------------------|------------------------|-------------|
| Job Class: | Clerical Non-Exempt | EEO-4 Class: | Prof |
| Location: | Human Resources | EEOP Class: | Prof |
| Group/BU: | General Pay Plan | Tech-Net Match: | 190 |